

**DPS****Montgomery County
Department of Permitting Services**

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**Owner Transfer Agreement ePlans Submittal Requirements**

The following plans should be uploaded into the Drawings folder:

- The developer's approved Sediment Control plan that highlights the lots being included on the builder's Sediment Control permit application. Total number of lots must be provided. Each lot must be identified by Lot, Block or Parcel.
- Each plan sheet must be uploaded as a single file PDF using the correct file name convention into the Drawings folder.

The following documents should be uploaded into the Documents folder:

- A completed Property Transfer Certification/Residential Ownership Transfer Agreement (PTC/ROTA).

File Name Convention for Sediment Control Plan Sheets:

Sheet/Drawing Type	Sheet/Drawing Reference Number	Acceptable ePlans File Name	Number of Characters
Engineered SC	0001-999	SC0001	6
Engineered SC for Single Family Lot	0001-999	SCSF0001	8
Small Land Disturbance Activity	0001-999	SLDA0001	8
Rough Grading/Add SWM/Add	0001-999	SCR0001	7
As-Built	0001-999	SCAB0001	8
Owner Transfer Agreement	0001-999	SCOT0001	8
Permit Transfer	0001-999	SCPT0001	8
Forest Harvest	0001-999	SCFH0001	8

"001 denotes the first page in a set of drawings, the file name for the second page would end in 002 and so on.